



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

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Office of the Director
1100 Vermont Avenue, NW
Washington, DC 20530

April 23, 2003

Chief Frank Widmayer, III
Acton Police Department
365 Main Street
P.O. Box 2212
Acton, MA 01720

Re: Grant for Acton Police Department
MA00901 - 2003SHWX0063

Dear Chief Widmayer, III:

Congratulations on receiving a COPS in Schools grant award from the Office of Community Oriented Policing Services (COPS) for 2 new, additional full-time officer(s) and 0 part-time officer(s) in the amount of \$250,000. The grant award start date for your COPS in Schools award is 4/1/2003, which means that your agency may be reimbursed for entry-level salaries and benefits of additional officers hired on or after this date.

Enclosed in this award package is your grant award document with a list of corresponding grant conditions that apply to this program. Please read and familiarize yourself with these grant conditions prior to signing the document. As a reminder, departments awarded funding under the COPS in Schools grant program are required to attend a COPS in Schools Regional Training Workshop. The COPS Office, or our designee, will be the sole provider for the training, and COPS will reimburse all reasonable costs up to \$1,200 for each required participant to cover travel, lodging and per diem. In order to satisfy this condition, the specific COPS in Schools officer(s) assigned to the school(s) as a result of receiving this COPS grant, as well as one representative from the partnering school or school district, must attend one of these training workshops. Your agency will receive information on the training dates and locations in the near future.

Also included in this package is the *COPS in Schools Grant Owner's Manual*, which summarizes and explains the conditions of your agency's COPS in Schools grant award. This manual also has information relating to payment methods and procedures for receiving your grant funds. Furthermore, in an effort to assist your agency with completing the required financial reporting forms that must be regularly submitted to the COPS Office under this grant, a *Helpful Hints Guide* has been included in this award package.

For your convenience, a set of mailing labels has been enclosed which may be used to submit correspondence to the COPS Office. To officially accept your grant, please sign the enclosed award document and return the original to the COPS Office within 90 days. Failure to submit the signed award document within this 90-day period may result in withdrawal of the grant without further notice from the COPS Office.

We are pleased that your agency has elected to participate in the COPS in Schools grant program and look forward to working with you in a productive partnership to further your community policing efforts. Should you have any questions, please do not hesitate to contact the COPS Office at 1-800-421-6770. Your Grant Program Specialist will be happy to provide you with assistance.

Sincerely,

Carl R. Peed
Director



U. S. Department of Justice
Office of Community Oriented Policing Services
COPS in Schools Award

Application Organization's Name: Acton Police Department
Grant #: 2003SHWX0063
ORI #: MA00901
Vendor #: 046001062
Law Enforcement Executive Name: Chief Frank J. Widmayer, III
Address: 365 Main Street
P.O. Box 2212
City, State, Zip Code: Acton, MA 01720
Telephone: (978) 264-9638
Fax: (978) 263-3501
Government Executive Name: Town Manager Don P. Johnson
Address: 472 Main Street
City, State, Zip Code: Acton, MA 01720
Telephone: (978) 264-9611
Fax: (978) 264-9630

Award Start Date: April 1, 2003

Award End Date: March 31, 2006

Award Amount: \$ 250,000

Number of Officers: Full Time: 2
Part Time: 0

APR 24 2003

Carl R. Peed
Director

Date

By signing this award, the signatory officials are agreeing to abide by the Conditions of Grant Award found on the reverse side of this document:

Signature of Law Enforcement Executive with the
authority to accept this grant award.

Typed Name and Title of Law Enforcement
Executive.

Date

Signature of Government Executive with
the authority to accept this grant award.

Typed Name and Title of Government
Executive.

Date

CONDITIONS OF GRANT AWARD

1. The funding under this project is for the payment of entry-level SALARIES AND APPROVED FRINGE BENEFITS for three years for newly hired, additional sworn career law enforcement officers or rehired officers. Any portion of salaries above entry level must be provided for by the grant recipient. Overtime, training, weapons, communication equipment, vehicles or other items cannot be paid for with COPS funding. The federal share of allowable costs is limited to the amount awarded and may not be increased at any time during the grant period.
2. COPS in Schools grant funds must be used to hire one or more new, additional career law enforcement officers, beyond the number of officers that would be hired or employed by the grantee in the absence of the grant. Unless authorized in writing by the COPS Office, grant funds may not be applied to the salary or benefits of an officer hired by a grantee prior to the Award Start Date listed on the front of this document.
3. Your agency is expected to implement the retention plan submitted with your application to retain each of the additional sworn officer positions funded by the COPS in Schools program. The COPS Office will monitor retention for one full locally funded budget cycle after the expiration of the grant award.
4. Your agency is required to initiate or enhance community policing through the activities identified in your COPS in Schools grant application, including school resource officer duties. Significant changes to the community policing activities identified in the application must be approved by the COPS Office. In addition, the school resource officer position deployed in the school(s) as a direct result of receiving CIS funds is required to spend at least 75% of their time working in and around primary and secondary schools on youth related activities. This requirement is above and beyond the amount of time that the agency would have devoted to the schools in the absence of CIS funding.
5. Officers funded under this grant may only be involved in activities or perform services that exclusively benefit your agency and the population that it serves. If your agency receives police services through a contractual arrangement, your agency is responsible for ensuring that the hiring of the officer results in officer deployment into a partner school within your jurisdiction.
6. The grantee acknowledges its agreement to comply with the assurances and certifications submitted with the COPS in Schools application.
7. Your agency will be responsible for submitting Programmatic Progress Reports and quarterly Financial Status Reports. As those reports become due, your Grant Program Specialist and Staff Accountant can assist you with these forms and information necessary for compliance.
8. Requests for extensions of the grant award period that merely involve additional time, not additional funding, should be submitted to your Grant Program Specialist no earlier than 90 days before the grant end date.
9. The grantee agrees to allow the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
10. The grantee agrees to comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant; with the program guidelines; with the requirements of OMB Circulars A-87 (governing cost calculations) and A-133 (governing audits); with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; with 28 CFR Part 66 (Uniform Administrative Requirements); with the provisions of the current edition of the appropriate COPS grant owner's manual; and with all other applicable laws, orders, regulations or circulars.
11. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. Grantees of less than \$25,000 are not subject to any EEOP requirement.
12. The grantee agrees to complete and keep on file, as appropriate, an Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). The form is to be used by recipients of Federal funds to verify the persons are eligible to work in the United States.
13. COPS in Schools grantees are required to send each school resource officer(s) (SRO) deployed into a partner school as a result of receiving a COPS in Schools grant, and one school administrator to one COPS in Schools Training.



U. S. Department of Justice
Office of Community Oriented Policing Services (COPS)
Grants Administration Division

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Frank Widmayer, III, Chief
Acton Police Department

From: Robert A. Phillips, Assistant Director, Grants Administration
Karen Molina, Grant Program Specialist, Grants Administration
Reginald Padgett, Staff Accountant, Finance Division

Re: Approved Budget, COPS in Schools

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines.

ORI: MA00901 Grant Number: 2003SHWX0063 OJP Vendor Number: 046001062

Year 1 - Costs Per		Changes	Change
Full-Time Officer:	Approved	Breakdown	Reason
Annual Base Salary	\$36,425.00	\$0.00	
Fringe Benefits:	\$16,183.00	\$0.00	
Social Security	\$0.00	\$0.00	Exempt per Application
Medicare	\$528.00	\$0.00	1.45% of the base salary
Health Insurance	\$5,875.00	\$0.00	
Life Insurance	\$40.00	\$0.00	
Vacation	\$0.00	\$0.00	
Sick Leave	\$2,103.00	\$0.00	
Retirement	\$4,625.00	\$0.00	
Worker's Compensation	\$546.00	\$0.00	
Unemployment	\$364.00	\$0.00	
Holiday	\$1,682.00	\$0.00	
Personal	\$420.00	\$0.00	
	\$52,608.00	\$0.00	

Full-Time Officer Costs:		Total Changes:		\$-879.00
Project Costs Per Officer:		Total Project Costs:		
Salaries and Fringe Benefits:	\$164,123.00	Total Officers: 04/10/2003 S-0 2	Salaries and Fringe Benefits:	\$328,246.00
Federal Share:	\$125,000.00		Federal Share:	\$250,000.00
Applicant Share:	\$39,123.00		Applicant Share:	\$78,246.00
Grand Total:			Salaries and Fringe Benefits:	\$328,246.00
(Amounts have been rounded to the nearest dollar.)			Federal Share:	\$250,000.00
			Applicant Share:	\$78,246.00

Budget Cleared Date: 04/08/2003

Overall Comments:

Total project cost was reduced by \$1,758 due to disallowed cost of personal in year 2 & 3. The amount of the award reflects the maximum amount allowable (\$125,000 per officer for three years, or the total project cost per officer for three years, whichever is less). Lt. Donald Palma were notified 4/4/03.

CIS Revised Budget Summary - Important Notice

During the review of your COPS in Schools Program budget information, the Office of the Comptroller, Office of Justice Programs or the COPS Office amended the budget information submitted with your application. These adjustments affect your budget summary. The COPS Office modified your budget summary to reflect these changes and to meet legislative requirements.

Please examine the Revised Budget Summary below. COPS Office staff have changed the Federal Share, the local share or both shares. If you have any questions, please contact your grant advisor at the COPS Office at 1 800 421 6770. Thank you for your attention to this matter.

ORI: MA00901 Organization: Acton Police Department

The total three year cost for salaries and benefits per full-time officer requested is: **\$164,123.00**

The total amount of federal funds per full-time officer requested is: **\$125,000.00**

The total three year cost for salaries and benefits per part-time officer requested is: **\$0.00**

The total amount of federal funds per part-time officer requested is: **\$0.00**

Under the COPS in Schools, grant program, Federal funds per officer can not exceed \$125,000. If your total three year project cost per officer is less than \$125,000 then there is no local match. If your total three year project cost per officer is greater than \$125,000 then your local match is the difference between the total project cost and \$125,000. In cases where there is a local match requirement, the Federal Share of total salaries and benefits must decrease each year leading to full local funding by the fourth year of an officer's employment. At the same time, your Local Share must increase each year. If these amounts do not meet your needs, please provide revised figures in the blank table below. Thank you.

<i>Full Time</i>	<u>Year 1:</u>	<u>Year 2:</u>	<u>Year 3:</u>	<u>Totals:</u>
Federal Share (must decrease):	\$45,000.00	\$42,000.00	\$38,000.00	\$125,000.00
Local Share (must increase):	\$7,608.00	\$13,020.00	\$18,495.00	\$39,123.00
Total Salaries/Benefits:	\$52,608.00	\$55,020.00	\$56,495.00	\$164,123.00
Federal Share (must decrease):	_____	_____	_____	_____
Local Share (must increase):	_____	_____	_____	_____
Total Salaries/Benefits:	_____	_____	_____	_____
<i>Part Time</i>				
Federal Share (must decrease):	\$0.00	\$0.00	\$0.00	\$0.00
Local Share (must increase):	\$0.00	\$0.00	\$0.00	\$0.00
Total Salaries/Benefits:	\$0.00	\$0.00	\$0.00	\$0.00
Federal Share (must decrease):	_____	_____	_____	_____
Local Share (must increase):	_____	_____	_____	_____
Total Salaries/Benefits:	_____	_____	_____	_____

The undersigned agrees to adhere to the financial commitments outlined above.

Name (typed) of Authorized Official: _____ Title: _____

Signature: _____ Date: _____